

# Desktop Publishing II

**Levels:** Grades 10-12  
**Units of Credit:** 0.50  
**CIP Code:** 52-0457  
**Core Code:** 32-02-00-00-191  
**Prerequisite:** Desktop Publishing I  
**Skill Test:** # 249

## **COURSE DESCRIPTION**

All standards in Desktop Publishing II build upon concepts and principles learned in Desktop Publishing I. DTP II must be taught using current professional software. Word and Publisher are not considered professional software applications by industry.

## **CORE STANDARDS, OBJECTIVES, AND INDICATORS**

### **STANDARD 1**

**Students will understand the process of planning a document.**

**Objective 1:** Students should understand the importance of preplanning a document in terms of audience, purpose, timeline, budget, page arrangement, and production method.

**Objective 2:** Students will use guides, grids, and columns to set up their documents as a way to create consistency and unity.

**Objective 3:** Students will understand that master pages are used to create consistency and increase productivity.

**Objective 4:** Students will understand headers and footers contain recurring information and that they are used to help organize a publication.

**Objective 5:** Students will understand that slug space is a space outside the printed area in which you can place instructions that stay with your document.

### **STANDARD 2**

**Students will expand on typography and design principles learned in DTP I.**

**Objective 1:** Students will develop an understanding of basic desktop publishing terminology (see teacher helps vocabulary list).

**Objective 2:** Students will understand that those fonts can be used to portray the mood or message of a publication.

**Objective 3:** Students will use styles and style sheets for consistency and productivity within a publication.

**Objective 4:** Students will understand how to create type on and edit text paths.

**Objective 5:** Students will understand how to thread and flow text/frames.

**Objective 6:** Students will understand how to create a pull quote to enhance a document.

**Objective 7:** Students will understand the appropriate use of captions.

**Objective 8:** Students will understand the purpose and difference between em dash and en dash.

**Objective 9:** Students will recognize widows, orphans, and ragged lines and use kerning, tracking, and proper hyphenation to correct them.

### **STANDARD 3**

**Students will understand the proper use of color in publications.**

**Objective 1:** Students will understand that there are two ways that color is added to a printed page: process color and spot color.

**Objective 2:** Students will create variations of color using tint, patterns, gradients, and opacity.

**Objective 3:** Students will understand the difference between the screen color (monitor vs. printed document) and print color.

### **STANDARD 4**

**Students will optimize images to enhance publications.**

**Objective 1:** Students will understand the file extensions that are compatible with professional desktop publishing software.

**Objective 2:** Students will understand how to use standoff space.

**Objective 3:** Students will determine if an image is acceptable for print based on its resolution.

**Objective 4:** Students will create COBs (cut out background) with transparent backgrounds.

**Objective 5:** Students will create frames using different shapes and sizes.

**Objective 6:** Students will be able to resize an objective while maintaining aspect ratio.

**Objective 7:** Students will learn touchup techniques to enhance images.

### **STANDARD 5**

**Students will demonstrate an understanding of ethics related to the use of images and text.**

**Objective 1:** Students will understand the difference between royalty free and copyrighted images and text.

**Objective 2:** Students will understand the process of obtaining and citing permission for copyrighted works.

### **Performance Objectives:**

Students will create and publish an original multipage business document utilizing the standards and objectives from Desktop Publishing II.